

**Invitation for Bids
Flooring Replacement
Moultonborough, NH
September 27, 2012**



**Joel R. Mudgett, Chairman
Board of Selectmen**

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TOWN OF MOULTONBOROUGH

Invitation for Bids

Flooring Replacement

Sealed bids for the furnishing and installation of carpet, vinyl composition tile, and vinyl cove base will be accepted until 2:00 p.m. on Thursday, September 27, 2012 in the Offices of the SelectBoard, 6 Holland Street, PO Box 139, Moultonborough, NH 03254 at which time they will be opened and publicly read aloud. Bids received after that time will be returned unopened.

The general specifications are for a complete service installation of furniture removal, flooring removal, repair of base, installation of materials and re-installation of furniture. The estimated value of the contract is \$22,500+/-.

A detailed package with information on the services to be provided or items to be supplied by the vendor, the conditions thereof, and bid forms, is available at www.moultonboroughnh.gov (click on Paid, Volunteer and Contract Opportunities) or said SelectBoard offices during normal business hours. **A pre-bid conference and site inspection will be held at 10:00 a.m. on Tuesday, September 18, 2012 at Moultonborough Town Hall.**

Each submitted bid should be in a sealed envelope marked, Town of Moultonborough, Furnishing & Installation of Flooring with the due date clearly marked. If mailed, the bid submission should be in a similarly marked separate sealed envelope to protect against the actual bid being opened in error. Any questions with respect to this invitation must be received, in writing by mail (above address), by email (cterenzini@moultonboroughnh.gov), or fax (603.476.5835) by Carter Terenzini, Town Administrator, no later than 4:00 p.m. on September 20, 2012. It is the bidder's responsibility to view and account for any addendums relating to this request. These will be posted on the Town web site no later than 4:00 p.m. on September 24, 2012.

The town reserves the right to reject any and all bids, and waive any minor or non-material informalities, if deemed to be in its best interests.

Joel R. Mudgett, Chairman/s/
Board of Selectmen

Posted: Town Bulletin Boards (7)
SAU

Advertised: Meredith News & Carroll County Independent 09/06/12 & 09/13/12

Mailed: Standing & Vendors

INVITATION FOR BIDS
FLOORING REPLACEMENT PROJECT
MOULTONBOROUGH, NEW HAMPSHIRE

Invitation to Bid

Sealed Bids for furnishing and installing carpet, vinyl composite tile and base moulding will be received until 2:00 p.m. on Thursday, September 27, 2012 in the Offices of the SelectBoard, 6 Holland Street, PO Box 139, Moultonborough, NH 03254 at which time they will be opened and publicly read aloud. Your Bid envelope must be marked with the project, item or service being sought, and the date the Bids are due as indicated below. If you send your Bid by mail you should put it into a separate sealed envelope, marked as required, inside the mailing envelope to safeguard against it being opened in error. Any bids received after the specified date will be rejected and returned unopened.

The work includes providing all labor, equipment and materials necessary to complete the removal and disposal of existing carpet and vinyl composite tile, repair subfloor drywall to accept new carpet and vinyl composite tile, and install new carpet, vinyl composite tile and base moulding. All work will be completed at the following locations: Town Hall; Community Center; and Highway Garage. All buildings are located in Moultonborough NH.

IMPORTANT - Questions on This Invitation for Bids - IMPORTANT

Any questions with respect to this invitation must be received, in writing by mail (above address), fax (603.476.5835) or email (cterenzini@moultonboroughnh.gov), by Carter Terenzini, Town Administrator, no later than 4:00 p.m. on Thursday, September 20, 2012.

All answers to any such questions will be issued in the form of an addenda on the Town's web site at the same location as this initial Invitation no later than 4 p.m. on Monday September 24, 2012. It is the responsibility of the bidders to obtain this addenda from the Town's website and account for it in their final bid submission.

Instructions to Bidders

1. All Bids must be submitted in the place, time and manner as set forth in the Invitation to Bid.
2. Complete sets of documents must be used in preparing the Bid. Documents shall include: the Bid Form as herein provided and Statement of Bidders Qualifications. Failure to submit any part of the requested information may be deemed by the Town as a non-responsive Bid. The Town does not assume any responsibility for errors or misinterpretations resulting from the use of incomplete documents.
3. All Bids must be made on the required Bid Form. All blank spaces for Bid prices must be filled in, in ink or typewritten, and the Bid Form must be fully completed and executed when submitted. Only one copy of the Bid Form is required.
4. Bidders are cautioned that it is the responsibility of each individual Bidder to assure that his Bid is in the possession of a responsible representative prior to the stated time and at the place of the Bid Opening. Town is not responsible for Bids delayed by mail and/or delivery services.

5. Once the Bid is submitted and received by the Town, the Bidder agrees that he may not and will not withdraw his Bid within 60 business (excluding Saturdays, Sundays, and legal holidays) days after the actual date of the opening of Bids.
6. The Town may reject Bids which in its sole judgment are incomplete, conditional, obscure, not responsive, which contain additions not called for, erasures not properly initialed, alterations, or other similar irregularities; or the Town may waive such omissions, conditions or irregularities. The Town reserves the right to reject any or all Bids and waive any minor or non-material informalities, should the Town deem it to be in the public interest to do so.
7. If, at the time this contract is to be awarded, all Bids submitted by responsible Bidders exceed the amount of the funds available to finance the contract, the Town may reject all bids or take any other action deemed to be in the best interest of the Town.
8. No award will be made to any Bidder who cannot satisfy the Town that he has sufficient ability and experience in the class of Work to be completed and sufficient capital and plant to enable him to prosecute and complete the Work successfully within the time period specified. The Town's decision or judgment on these matters shall be final, conclusive, and binding.
9. The Town may make such investigations as it deems necessary, and the Bidder shall furnish to the Town, under oath if so required, all such information and data for this purpose as the Town may request.
10. Each Bidder is responsible for inspecting the site. Bidders must satisfy themselves by personal examination of the site of the Work and by such other means as they may wish, as to the actual conditions existing at the site, the character and requirements of the Work, the difficulties attendant upon the execution of the Work, and the accuracy of all estimated quantities stated in the Bid. The failure or omission of any Bidder to do any of the foregoing shall in no way relieve any Bidder from any obligations with respect to his Bid.
11. Any information given to Bidders other than by means of Addenda, is given informally for the convenience of the Bidder only and is not guaranteed. The Bidder agrees that such information shall not be used as the basis of any claim or demand against the Town.
12. Any supplemental instructions and information will be posted on the Town of Moultonborough web site as an Addendum no later than 4:00 p.m. on July 30, 2012. It is the Bidder's responsibility to check and verify any such changes in order to account for them in their bid.
13. The Bidder whose Bid is accepted will be required and agrees to duly execute the Agreement and furnish the required Bonds.
14. The Contractor will not be permitted to start any construction work until he has submitted certificates covering all insurances called for in the Contract Documents.
15. A Pre-Bid Conference will be held at the time and location indicated in the Invitation to Bid. Representatives of the Town will be present to discuss the Project. Oral statements made at the Pre-Bid Conference may not be relied upon and will not be binding or legally effective. Should the Town determine that it is necessary to issue any Addenda as the result of the pre-bid, or for any other reason, they will be posted on the Town web site no later than 4:00 p.m. on September 24, 2012. It is the bidder's responsibility to view and account for any addendums relating to this request.

16. The Town reserves the right to award the contract to a Bidder that is not the lowest responsible and responsive Bidder. Although the Bid price will be a substantial factor in the Town's award, the final award will be based on the Town's determination, in its sole discretion, of which Bid will be in the best interest of the Town.

Scope of Work

The Contractor shall provide all material, labor and equipment required to replace carpet, vinyl composite tile, base moulding, and transition strips in three municipal buildings. In general the contractor shall:

1. Complete field reconnaissance of the work areas to become fully familiar with the existing conditions.
2. Remove and/or relocate all office furniture and equipment except computers and electronic devices.
3. Remove and dispose of existing carpet and vinyl composite tile in all buildings and existing vinyl composite tile in the Highway Garage and any related transition strips. Disposal of materials is permissible at Town of Moultonborough Solid Waste Facility at no charge to contractor during normal hours of Facility operation or by prior arrangement with the Town of Moultonborough. Note that removal of base moulding and drywall repairs will be completed by others.
4. Complete repairs of subfloor as required to ensure the proper installation of the carpet, vinyl composite tile and transition strips respectively. Repair cost shall be determined prior to initiating the work and all work shall be approved by the Owner in advance. An allowance is provided in the bid for payment of repairs. The Contractor shall be reimbursed the actual costs as agreed to by Owner. Any unexpended amount in the allowance shall remain with the Owner as a credit on the total base bid.
5. Furnish and install new carpet, vinyl composite tile and base moulding as per the following schedule, including, without itemizing, the related transition strips. Carpet, vinyl composite tile and base moulding shall be installed in accordance with manufacturer recommendations. The unit price bid shall include all equipment, materials, labor and supplies necessary for a complete installation in place.

CARPET SCHEDULE			
Building	Room	Size	Subfloor
Community Center	Foosball Room	10'-0" x 16'-1"	Wood
	Pool Table Room	16'-6" x 24'-7"	Wood
	Air Hockey Office	9'-0" x 12'-6"	Wood
	Air Hockey Room	24'-6" x 20'-6"	Wood
Town Hall	Code Enforcement	11'-6" x 15'-6"	Concrete
	Reception	7'-0" x 9'-6"	Concrete
	Planner	11'-4" x 11'-6"	Concrete
	Human Services	16'-0" x 11'-6"	Concrete
	Land Use Office	9'-0" x 15'-6"	Concrete
	Land Use Office	15'-6" x 17'-6"	Concrete
	Ernest Davis Meeting	24'-0" x 40'-0"	Concrete

VINYL COMPOSITE TILE SCHEDULE			
Building	Room	Size	Subfloor
Community Center	Top of Stairs	4'-0" x 6'-0"	Wood
	Reception	9'-0" x 10'-0"	Wood
	Hall	5'-0" x 26'-0"	Wood
	Kitchen	6'-0" x 6'-0"	Wood
	Bath 1	8'-0" x 6'-1"	Wood
	Bath 2	8'-0" x 6'-1"	Wood
Highway Garage	Office	12'-6" x 18'-8"	Concrete
	Lunch Room	15'-0" x 18'-8"	Concrete
	Hall	5'-0" x 18'-8"	Concrete
	Bath 1	5'-0" x 6'-8"	Concrete
	Bath 2	10'-6" x 6'-8"	Concrete

6. Clean up.
7. Replacement of office furnishings and equipment to original locations unless otherwise directed by the Owner.

Project Execution

In general the project will be completed as follows. By submission of a Bid, the Contractor agrees to the terms and conditions as herein stated.

1. Submit all insurance and execute the construction contract.
2. Attend a meeting with the Town to discuss outstanding issues, Town concerns, project requirements, project schedule, budgetary constraints, and the prosecution of the scope of services.
3. Submit a work plan to the Town for review. The work plan shall include: names of, suppliers and vendors; name and contact information for project supervisor and after-hours response personnel; project schedule; and schedule of values. Project schedule shall be in format as approved by the Town. Additional information may be requested by the Town; Contractor shall promptly respond to request for additional information.
4. Perform field reconnaissance of all rooms in designated buildings. Field reconnaissance will be completed with Town representatives.
5. Attend a preconstruction meeting to discuss the execution of the project.
6. Furnish all labor, equipment and materials necessary to replace carpet and base moulding in three municipal buildings. The Contractor shall be responsible for all construction operations and activities.
7. Attend progress meetings with the Town to discuss project progress as required. Meetings will be

scheduled by the Town. It is anticipated that progress meeting will be held on an as-needed basis until design approval and weekly during construction.

General Conditions of the Contract

1. Project Work Identification: The Contractor shall furnish all labor, equipment, materials, and supplies, and do all operations necessary to complete all work to replace carpet, vinyl composite tile, related transition strips, and base moulding in three municipal buildings as specified by the Owner. All supervision, overhead items, protection and precautions, temporary facilities and controls and all other costs, incidental to the Work, complete, and as specified, are included. Contractor shall perform all work necessary to construct the project and to render the project and all its components operational and functionally and legally useable for the intended purpose. A complete working job shall be produced whether or not any particular wording or direction is omitted or not clearly stated.
2. Payment:
 - a. The Application for Payment shall be submitted on a form acceptable to the Owner.
 - b. For lump sum items, the Contractor shall be paid in accordance with the progress schedule and schedule of values on the basis of the percentage of the actual work accepted during the period of construction. After the work for the respective lump sum items is completed, 100% of the lump sum price may be paid, less retained amounts, unless otherwise specified. Partial payment of materials delivered and stored on site shall be as determined by the Owner.
 - c. For unit price items, the Contractor shall be paid for the actual amount of work accepted during the period of construction. After the work is completed and before final payment is made, the Engineer shall make final measurements to determine the quantities of the various items of work accepted as the basis of final payment.
 - d. Progress payments shall be made in an amount equal to 85 percent of the work completed (with the balance being retainage) but, in each case, less the aggregate of payments previously made and less such amounts as Owner shall determine. The retainage shall be held by the Owner and released only after the Owner has accepted the project.
 - e. The final application for payment shall be accompanied by:
 - 1) a list of all Claims against Owner that Contractor believes are unsettled; and
 - 2) complete and legally effective releases or waivers (satisfactory to Owner) of all lien rights arising out of or liens filed in connection with the work.
3. Schedule of Values: The Contractor shall submit a breakdown of the cost of all lump sum items in the Bid in a manner that may be used as the basis for estimating the value of the work completed to the end of any month. The basis and detail of the breakdown shall meet with the Owner's approval. The schedule of values of all lump sum items in the Bid shall be submitted within seven (7) calendar days from the date of the Notice to Award.
4. Change in Scope of Work: The Owner reserves the right to delete any item of work from the Contract without penalty.

5. Owner Occupancy: The Owner will occupy the site during the entire period of construction for the conduct of normal operations. The Contractor shall cooperate with the Owner to minimize conflicts and to facilitate Owner's operations. Contractor shall schedule the work to accommodate this requirement.
6. Work Schedule:
 - a. The Contractor shall promptly start and continue the work under this Contract with the necessary labor, equipment and materials to properly execute and complete the work within the time specified in the Contract. No cessation of Contractor's operations will be allowed without the approval of the Owner.
 - b. The Contractor shall furnish required crews and equipment necessary to install the work. Prior to utilizing additional crews in other locations of the work, the Contractor shall request permission from the Owner and the allowed actual on-site working time will be adjusted accordingly.
 - c. The rate of progress shall be satisfactory to the Owner. The Owner reserves the right to modify any schedule as required to meet the prevailing conditions.
 - d. Should the prosecution of the work for any reason be discontinued, the Contractor shall notify the Owner at least 48 hours in advance of resuming operations.
 - e. Normal construction activity shall be limited to non-business hours of 5:00 PM to 7:00 AM, Monday through Friday (except during building occupancy for meetings and holidays) and 8 AM to 8 PM Saturday and Sunday unless otherwise approved by the Owner. Contractor shall coordinate with Owner regarding meeting schedules.
7. Insurance:
 - a. Prior to commencing work, and throughout the term of this Contract, the Contractor shall obtain, and maintain, in the limits and under the conditions set forth below, insurance coverage for the following types and levels of coverage:

i. Workers Compensation:	Statutory
ii. Automobile and Equipment:	\$1 Million/\$1 Million
iii. Property Damage:	\$1 Million/\$2 Million
iv. General Liability:	\$1 Million/\$2 Million
 - b. The Owner shall be named as certificate holder and shall be included along with officers, employees and agents as named additional insured.
 - c. The Owner shall be notified no earlier than thirty (30) days before any such policy is cancelled, altered or materially changed.
 - d. If a subcontractor or sub-consultant is used for any portion of the work, the Contractor will provide to the Owner a similar certificate, in similar amounts and under similar conditions, from the Subcontractor.

- e. Should the Contractor fail to maintain such Workers' Compensation insurance, and should the Owner be found liable to principals, officers, employees and agents of the Contractor, the Owner may recover from the Contractor the amount of any medical costs and compensation paid to or on behalf of the principals, officers, employees and agents of the Contractor and any expenses relating to claims filed under the provisions of Workers' Compensation.
8. Specific Representations: Contractor, by executing an agreement, and without superseding, limiting, or restricting any other representation or warranty set forth elsewhere, or implied by operation of law, makes the following express representations to Owner:
- a. Contractor and Contractor's sub-consultant(s) are professionally and fully qualified to act as the design professional and the general contractor for the project and are, and will remain, licensed to practice engineering and architecture and general contracting by all public entities having jurisdiction over the Contractor or the project.
 - b. Contractor will maintain all necessary licenses, permits or other authorizations necessary to act as Contractor for the project until Contractor's duties under the contract have been fully satisfied.
 - c. Contractor has the expertise, experience, and knowledge as well as the necessary plant, personnel and financial capability to perform the design services and the work in accordance with the terms of this RFP and the agreement.
 - d. Contractor assumes full responsibility to Owner for the improper acts and omissions of its subcontractors and sub-consultants or others employed or retained by Contractor in connection with the project.
9. Compliance: The Contractor shall be responsible for ensuring the project complies with all local, state and federal regulatory requirements.
10. Warranty: If within one year after the date of substantial completion, any work is found to be defective, or if the repair of any damages to furnishings, equipment or areas is found to be defective, Contractor shall promptly, without cost to Owner and in accordance with Owner's written instructions:
- a. Repair such defects; or
 - b. Correct such defective work; or
 - c. If the defective work has been rejected by Owner, remove it from the project and replace it with work that is not defective, and
 - d. Satisfactorily correct or repair or remove and replace any damage to other work, to the work of others or other areas resulting therefrom.

If Contractor does not promptly comply with the terms of Owner's written instructions, or in an emergency where delay would cause serious risk of loss or damage, Owner may have the defective work corrected or repaired or may have the rejected work removed and replaced. All claims, costs, losses, and damages (including but not limited to all fees and charges of engineers, architects, attorneys, and other professionals and all court or arbitration or other dispute resolution costs) arising out of or relating to such correction or repair or such removal and replacement (including but not limited to all costs of repair or replacement of work of others) will be paid by Contractor.

Where defective work (and damage to other work resulting therefrom) has been corrected or removed and replaced, the correction period hereunder with respect to such work will be extended for an

additional period of one year after such correction or removal and replacement has been satisfactorily completed.

11. Indemnification: To the fullest extent permitted by Laws and Regulations, Contractor shall indemnify and hold harmless Owner, and the officers, directors, members, partners, employees, agents, consultants and subcontractors of Owner from and against all claims, costs, losses, and damages (including but not limited to all fees and charges of engineers, architects, attorneys, and other professionals and all court or arbitration or other dispute resolution costs) arising out of or relating to the performance of the work, provided that any such claim, cost, loss, or damage is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property (other than the work itself), including the loss of use resulting therefrom but only to the extent caused by any negligent act or omission of Contractor, any Subcontractor, any Supplier, or any individual or entity directly or indirectly employed by any of them to perform any of the work or anyone for whose acts any of them may be liable .

BID FORM

Flooring Replacement

Name of Bidder: _____

Address: _____

Contact Person: _____

Telephone

Fax

Email

BID INFORMATION

- A. This Bid is Submitted To: Town of Moultonborough, New Hampshire (Owner)
- B. Bidder proposes and agrees, if this Bid is accepted, to enter into an contractual agreement with the Owner to perform and furnish all Work as specified or indicated in the Request for Proposals (RFP) for the bid price and within the contract times stated and in accordance with all other terms and conditions of the RFP.
- C. Bidder accepts all of the terms and conditions of the Invitation to Bid, Instructions to Bidders and General Conditions of the Contract as specified in the RFP.
- D. Bidder hereby agrees that this Bid will remain subject to acceptance for sixty (60) business (excluding Saturday, Sunday and legal holidays) days, after the actual date of the opening of the Bid.
- E. Bidder hereby agrees to sign and deliver the required number of counterparts of the Agreement with the required Bonds, Certificates of Insurance and other documents within ten (10) calendar days after the date of Owner's Notice of Award.
- F. Bidder, by submittal of this Bid, agrees with the Owner that the amount of the bid security deposited with this Bid fairly and reasonably represents the amount of damages the Owner will suffer due to the failure of the Bidder to fulfill his agreements as herein provided. Should the Bidder fail to fulfill any of his agreements as herein set forth, it is agreed that the amount stated in the Bid Bond shall be paid as damages to the Owner by the Surety. If a certified check was issued in lieu of a Bid Bond, the Owner shall have the right to retain, as damages, the certified check which shall become the Owner's property.
- G. In submitting this Bid, Bidder further represents and declares the following:

1. Bidder has examined and carefully studied the Bid Documents.
2. Bidder acknowledges receipt of the following Addenda (List Addenda by Addendum Number and Date):

Number	Date

3. Bidder has visited and carefully examined the site of the proposed Work and has become thoroughly familiar with and is fully satisfied as to the conditions that exist at the site, the character, requirements and extent of the proposed Work, and the difficulties in executing the work that may affect cost, progress, performance and furnishing of the Work.
4. Bidder is familiar with and is satisfied as to all federal, state and local Laws and Regulations that may affect cost, progress, performance and furnishing of the Work.
5. Bidder is aware of the general nature of Work to be performed by Owner and others at the site that relates to Work for which this Bid is submitted.
6. Bidder certifies under the penalties of perjury that this Bid is in all respects bona fide, fair and made without collusion or fraud with any other person, firm, joint venture, partnership, corporation or other business or legal entity.
7. Bidder acknowledges that no officer, agent, or employee of the Owner is directly or indirectly interested in this Bid.

BID

- A. Bidder must bid on each item. All prices, except item totals, shall be stated in words and figures. In case of discrepancy between price in words and price in figures; the words shall govern. In case of discrepancy between the product obtained by multiplying the estimated quantity by the unit price, and the extended amount, the product obtained shall govern. In case of discrepancy between total of extended amounts and total amount of bid stated, total of items shall govern.
- B. Prices shall be typewritten or written by hand in ink.
- C. The subdivision of the contract price is indicated as follows:

Item	Qty / Unit	Contract Price	
		Words	Figures
Carpet-Wood Subfloor *	1190 / SF		
Carpet-Concrete Subfloor *	1935 / SF		
Vinyl Composite Tile *	1090 / SF		
Base Moulding	1250 / LF		
Subfloor Repair	1 / ALLOW	Five Thousand Dollars and No Cents	\$5,000.00
Total Contract Price			

*Includes pricing for related transition strips.

- D. This Bid must bear the written signature of the Bidder or an authorized agent of the Bidder. If the Bidder is a corporation or a partnership, the Bid must be signed by a duly authorized officer of such corporation or by a partner and the title of such office must be stated.
- E. Certification: I certify, under the penalties of perjury, that (1) I have had an opportunity to view the full bid package and am aware it was my responsibility to perform my own due diligence appropriate to submitting this proposal, (2) I am fully authorized to submit this bid, (3) I have not engaged in discussions, negotiations, or collusion with any person to determine what my bid will be and (4) that I, to the best of my knowledge and belief, have paid all taxes, fees, assessments, betterments or other municipal charges that I owe to the Town of Moultonborough or have a payment agreement in place or have filed an appeal over the same.

Respectfully submitted: _____ Date _____

By _____
(Signature and Title of Person Authorized to Sign Bid)

(Name of Bidder)

(Business Street Address)

(City and State)

() _____
(Business Telephone Number)

(SEAL – if Bid is by a corporation)

STATEMENT OF BIDDERS QUALIFICATIONS

GENERAL INFORMATION

A. Name: _____

Principal Office Address: _____

Telephone: _____

B. If a Corporation, answer the following:

When incorporated: _____

In what State: _____

Director's names (s) _____

President's Name: _____

Vice President's Name: _____

Secretary's Name: _____

Treasurer's Name: _____

C. If a partnership, answer the following:

Date of Organization: _____

State whether partnership is general or limited: _____

Name and Address of Partners: _____

EXPERIENCE

A. How many years has your organization been in business as contractor under your present business name? _____

B. What are the prior names of your organization? _____

C. How many years of experience does your organization have as a prime contractor in the type of work specified in the Contract Documents? _____ As a sub-contractor? _____

D. List below the largest projects your organization has completed.

	<u>Contract Amount</u>	<u>Project Title</u>	<u>Owner</u>	<u>When Completed</u>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____

Name and address of references for respective projects listed above:

1.	_____
2.	_____
3.	_____
4.	_____
5.	_____

E. List other references: _____

F. List below two (2) completed projects which agree most similar to the proposed work.

	<u>Contract Amount</u>	<u>Project Title</u>	<u>Owner</u>	<u>When Completed</u>
1.	_____			
2.	_____			

G. Have you ever failed to complete any work awarded to you? If yes, give name of Owner, name of Bonding Company and circumstances: _____

H. State the largest dollar volume of work your organization has completed in any one year and the year that it was completed in: _____

FINANCIAL REFERENCES

A. Name one (1) banking institution reference:

Name: _____

Address: _____

B. Name two (2) credit references other than the bank listed above.

Name: _____

Address: _____

Name: _____

Address: _____

CERTIFICATION

I hereby certify that the information submitted herewith, including any attachment, is true to the best of my knowledge and belief.

Firm Name

By: _____
Signature

Title: _____

Date: _____

SECTION 096513 - RESILIENT BASE AND ACCESSORIES

PART 1 - GENERAL

1.1 SUMMARY

A. Section Includes:

1. Resilient base.
2. Resilient molding accessories, including but not limited to reducer and transition strips.

1.2 SUBMITTALS

- A. Product Data: For each type of product indicated.
- B. Samples: For each type of product indicated.

1.3 QUALITY ASSURANCE

- A. Fire-Test-Response Characteristics: As determined by testing identical products according to ASTM E 648 or NFPA 253 by a qualified testing agency.
1. Critical Radiant Flux Classification: Class I, not less than 0.45 W/sq. cm.

1.4 PROJECT CONDITIONS

- A. Maintain ambient temperatures within range recommended by manufacturer, but not less than 70 deg F or more than 95 deg F, in spaces to receive resilient products during the following time periods:
1. 48 hours before installation.
 2. During installation.
 3. 48 hours after installation.
- B. Until Substantial Completion, maintain ambient temperatures within range recommended by manufacturer, but not less than 55 deg F or more than 95 deg F.
- C. Install resilient products after other finishing operations, including painting, have been completed.

PART 2 PRODUCTS

1.5 MANUFACTURERS

1. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
 - a. Armstrong World Industries, Inc.
 - b. Flexco, Inc.
 - c. Johnsonite.
 - d. Nora Rubber Flooring; Freudenberg Building Systems, Inc.

1.6 RESILIENT BASE

- A. Resilient Base Standard: ASTM F 1861.
 1. Material Requirement: Type TS (rubber, vulcanized thermoset) or Type TP (rubber, thermoplastic).
 2. Manufacturing Method: Group I (solid, homogeneous).
 3. Style: Cove (base with toe).
- B. Minimum Thickness: 0.125 inch.
- C. Height: 4".
- D. Outside Corners: Preformed.
- E. Inside Corners: Job formed.
- F. Finish: As selected by Owner from manufacturer's full range.
- G. Colors and Patterns: As selected by Owner from full range of industry colors.

1.7 RESILIENT MOLDING ACCESSORY

- A. Material: Rubber.
- B. Colors and Patterns: As selected by Owner from full range of industry colors.

1.8 INSTALLATION MATERIALS

- A. Trowelable Leveling and Patching Compounds: Latex-modified, portland cement based or blended hydraulic-cement-based formulation provided or approved by manufacturer for applications indicated.
- B. Adhesives: Water-resistant type recommended by manufacturer to suit resilient products and substrate conditions indicated.

1. Use adhesives that comply with the following limits for VOC content when calculated according to 40 CFR 59, Subpart D (EPA Method 24):
 - a. Cove Base Adhesives: Not more than 50 g/L.
 - b. Rubber Floor Adhesives: Not more than 60 g/L.

PART 2 - EXECUTION

2.1 PREPARATION

- A. Prepare substrates according to manufacturer's written instructions to ensure adhesion of resilient products.
- B. Concrete Substrates for Resilient Stair Treads and Accessories: Prepare according to ASTM F 710.
 1. Verify that substrates are dry and free of curing compounds, sealers, and hardeners.
 2. Remove substrate coatings and other substances that are incompatible with adhesives and that contain soap, wax, oil, or silicone, using mechanical methods recommended by manufacturer. Do not use solvents.
 3. Alkalinity and Adhesion Testing: Perform tests recommended by manufacturer.
 4. Moisture Testing: Perform tests recommended by manufacturer. Proceed with installation only after substrates pass testing.
- C. Fill cracks, holes, and depressions in substrates with trowelable leveling and patching compound and remove bumps and ridges to produce a uniform and smooth substrate.
- D. Do not install resilient products until they are same temperature as the space where they are to be installed.
 1. Move resilient products and installation materials into spaces where they will be installed at least 48 hours in advance of installation.
- E. Sweep and vacuum clean substrates to be covered by resilient products immediately before installation.

2.2 RESILIENT BASE INSTALLATION

- A. Comply with manufacturer's written instructions for installing resilient base.
- B. Apply resilient base to walls, columns, pilasters, casework and cabinets in toe spaces, and other permanent fixtures in rooms and areas where base is required.
- C. Install resilient base in lengths as long as practicable without gaps at seams and with tops of adjacent pieces aligned.
- D. Tightly adhere resilient base to substrate throughout length of each piece, with base in continuous contact with horizontal and vertical substrates.

- E. Do not stretch resilient base during installation.

2.3 RESILIENT ACCESSORY INSTALLATION

- A. Comply with manufacturer's written instructions for installing resilient accessories.
- B. Resilient Molding Accessories: Butt to adjacent materials and tightly adhere to substrates throughout length of each piece. Install reducer strips at edges of carpet that would otherwise be exposed.

2.4 CLEANING AND PROTECTION

- A. Comply with manufacturer's written instructions for cleaning and protection of resilient products.
- B. Perform the following operations immediately after completing resilient product installation:
 - 1. Remove adhesive and other blemishes from exposed surfaces.
 - 2. Sweep and vacuum surfaces thoroughly.
 - 3. Damp-mop surfaces to remove marks and soil.
- C. Cover resilient products until Substantial Completion.

END OF SECTION 09 6513

SECTION 096519 – RESILIENT TILE FLOORING

PART 1 - GENERAL

1.1 SUMMARY

- A. Section includes The following:
 - 1. Vinyl composite tile.
 - 2. Adhesive.
 - 3. Floor finish system.
 - 4. Accessories:
 - a. Trowels.

1.2 SUBMITTALS

- A. Product Data: For the following, including installation recommendations for each type of substrate:
 - 1. Vinyl composite tile: For each type indicated. Include manufacturer's written data on physical characteristics, durability, and fade resistance.
 - 2. Adhesive: For each type indicated. Include manufacturer's written data on physical characteristics, durability, and VOC characteristics.
- B. Samples: For each exposed product and for each color specified.
 - 1. Vinyl composite tile: 12-inch- square Sample.
- C. Maintenance Data: For vinyl composite tile to include in maintenance manuals. Include the following:
 - 1. Methods for maintaining vinyl composite tile, including cleaning and stain-removal products and procedures and manufacturer's recommended maintenance schedule.
 - 2. Precautions for cleaning materials and methods that could be detrimental to vinyl composite tile.
- D. Warranties: Special warranties specified in this Section.

1.3 QUALITY ASSURANCE

- A. Fire-Test-Response Characteristics: As determined by testing identical products according to ASTM E 648 or NFPA 253 by a qualified testing agency.

1.4 PROJECT CONDITIONS

- A. Maintain ambient temperatures within range recommended by manufacturer, but not less than 70 deg F or more than 95 deg F, in spaces to receive resilient products during the following time periods:
 - 1. 48 hours before installation.
 - 2. During installation.
 - 3. 48 hours after installation.
- B. Until Substantial Completion, maintain ambient temperatures within range recommended by manufacturer, but not less than 55 deg F or more than 95 deg F.
- C. Environmental Limitations: Do not install vinyl composite tile until wet work in spaces is complete and dry, and ambient temperature and humidity conditions are maintained at the levels indicated for Project when occupied for its intended use.
- D. Do not install vinyl composite tile over concrete slabs until slabs have cured, are sufficiently dry to bond with adhesive, and have pH range recommended by carpet manufacturer.

1.5 WARRANTY

- A. Special Warranty for Vinyl composite tile: Provide manufacturer's ten(10) year limited warranty to be free from defects in material and workmanship, under normal use and service, to repair or replace all defective tile flooring. In year one and two, this will include 100% of the cost of labor. Labor will not be included in years three to ten.
 - 1. Warranty Period: 10 years from date of Substantial Completion.

1.6 EXTRA MATERIALS

- A. Furnish extra materials described below, before installation begins, that match products installed and that are packaged with protective covering for storage and identified with labels describing contents.
 - 1. Vinyl composite tile: Submit no less than five (5) percent additional full and unopened cartons of each type and pattern of tile used.

PART 2 - PRODUCTS

2.1 MANUFACTURERS

- A. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
 - 1. Armstrong World Industries, Inc.
 - 2. Mannington Mills.

3. Mohawk Hard Surfaces.
4. Tarkett, Inc.

2.2 VINYL COMPOSITE TILE

- A. Tile Standard: ASTM F 1066, Homogenous, with color extending throughout thickness.
- B. Wearing Surface: Smooth.
- C. Thickness: 0.125 inch.
- D. Size: 12 by 12 inches.
- E. Color: As selected by Owner from full range of industry colors.

2.3 ADHESIVE

- A. Adhesives: Water-resistant, mildew-resistant, non-staining type to suit products and subfloor conditions indicated.
 1. Adhesives shall comply with the following limits for VOC content when calculated according to 40 CFR 59, Subpart D (EPA Method 24):
 - a. Vinyl composite tile adhesives: Not more than 50 g/L.

2.4 FLOOR FINISH SYSTEM

- A. Floor finish system: Provide protective liquid floor polish product systems as recommended by flooring manufacturer's Maintenance Product Guide.

2.5 INSTALLATION ACCESSORIES

- A. Trowel able Leveling and Patching Compounds: Latex-modified, hydraulic-cement-based formulation provided or recommended by vinyl composite tile manufacturer.

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Examine substrates, areas, and conditions, for compliance with requirements for maximum moisture content, alkalinity range, installation tolerances, and other conditions affecting vinyl composite tile performance. Examine vinyl composite tile for type, color, pattern, and potential defects.
- B. Subfloors: Verify that finishes of substrates comply with tolerances and other requirements specified and that substrates are free of cracks, ridges, depressions, scale and foreign deposits that might interfere with adhesion of vinyl composite tile.

- C. Proceed with installation only after unsatisfactory conditions have been corrected.

3.2 PREPARATION

- A. Prepare substrates according to manufacturer's written instructions to ensure adhesion of resilient products.
- B. Concrete Substrates: Prepare according to ASTM F 710.
 - 1. Verify that substrates are dry and free of curing compounds, sealers, and hardeners.
 - 2. Remove substrate coatings and other substances that are incompatible with adhesives and that contain soap, wax, oil, or silicone, using mechanical methods recommended by manufacturer. Do not use solvents.
 - 3. Alkalinity and Adhesion Testing: Perform tests recommended by manufacturer. Proceed with installation only after substrates pass testing.
 - 4. Moisture Testing: Perform tests recommended by manufacturer and as follows. Proceed with installation only after substrates pass testing.
 - a. Perform anhydrous calcium chloride test, ASTM F 1869. Proceed with installation only after substrates have maximum moisture-vapor-emission rate of 3 lb of water/1000 sq. ft. in 24 hours.
 - b. Perform relative humidity test using in situ probes, ASTM F 2170. Proceed with installation only after substrates have a maximum 75% relative humidity level measurement.
- C. Access Flooring Panels: Remove protective film of oil or other coating using method recommended by access flooring manufacturer.
- D. Fill cracks, holes, and depressions in substrates with trowel able leveling and patching compound and remove bumps and ridges to produce a uniform and smooth substrate.
- E. Do not install floor tiles until they are same temperature as space where they are to be installed.
 - 1. Move resilient products and installation materials into spaces where they will be installed at least 48 hours in advance of installation.
- F. Sweep and vacuum clean substrates to be covered by resilient products immediately before installation.

3.3 FLOOR TILE INSTALLATION

- A. Comply with manufacturer's written instructions for installing floor tile.
- B. Lay out floor tiles from center marks established with principal walls, discounting minor offsets, so tiles at opposite edges of room are of equal width. Adjust as necessary to avoid using cut widths that equal less than one-half tile at perimeter.
 - 1. Lay tiles square with room axis.
- C. Match floor tiles for color and pattern by selecting tiles from cartons in the same sequence as manufactured and packaged, if so numbered. Discard broken, cracked, chipped, or deformed tiles.
 - 1. Lay tiles in pattern of colors and sizes indicated.

- D. Scribe, cut and fit floor tiles to butt neatly and tightly to vertical surfaces and permanent fixtures including built-in furniture, cabinets, pipes, outlets, and door frames.
- E. Extend floor tiles into toe spaces, door reveals, closets, and similar openings.
- F. Maintain reference markers, holes, and openings that are in place or marked for future cutting by repeating on floor tiles as marked on substrates. Use chalk or other nonpermanent, non-staining marking device.
- G. Install floor tiles on covers for telephone and electrical ducts, building expansion-joint covers, and similar items in finished floor areas. Maintain overall continuity of color and pattern between pieces of tile installed on covers and adjoining tiles. Tightly adhere tile edges to substrates that abut covers and to cover perimeters.
- H. Adhere floor tiles to flooring substrates using a full spread of adhesive applied to substrate to produce a completed installation without open cracks, voids, raising and puckering at joints, telegraphing of adhesive spreader marks, and other surface imperfections.

3.4 CLEANING AND PROTECTION

- A. Comply with manufacturer's written instructions for cleaning and protection of floor tile.
- B. Perform the following operations immediately after completing floor tile installation:
 - 1. Remove adhesive and other blemishes from exposed surfaces.
 - 2. Sweep and vacuum surfaces thoroughly.
 - 3. Damp-mop surfaces to remove marks and soil.
- C. Protect floor tile products from marks, marks, indentations, and other damage from construction operations and placement of equipment and fixtures during remainder of construction period.
- D. Floor Polish: Remove soil, visible adhesive and surface blemishes from floor tile surfaces before applying liquid floor polish.
 - 1. Apply two coat(s).
- E. Cover floor tile until Substantial Completion.

END OF SECTION 096519

SECTION 096816 - SHEET CARPETING

PART 4 - GENERAL

4.1 SUMMARY

- A. Section includes tufted carpet.
- B. Related Sections include the following:
 - 1. Division 09 Section "Resilient Base and Accessories" for resilient wall base and accessories installed with carpet.

4.2 SUBMITTALS

- A. Product Data: For the following, including installation recommendations for each type of substrate:
 - 1. Carpet: For each type indicated. Include manufacturer's written data on physical characteristics, durability, and fade resistance.
- B. Samples: For each exposed product and for each color and texture specified.
 - 1. Carpet: 12-inch- square Sample.
- C. Maintenance Data: For carpet to include in maintenance manuals. Include the following:
 - 1. Methods for maintaining carpet, including cleaning and stain-removal products and procedures and manufacturer's recommended maintenance schedule.
 - 2. Precautions for cleaning materials and methods that could be detrimental to carpet.
- D. Warranties: Special warranties specified in this Section.

4.3 PROJECT CONDITIONS

- A. Maintain ambient temperatures within range recommended by manufacturer, but not less than 70 deg F or more than 95 deg F, in spaces to receive resilient products during the following time periods:
 - 1. 48 hours before installation.
 - 2. During installation.
 - 3. 48 hours after installation.
- B. Until Substantial Completion, maintain ambient temperatures within range recommended by manufacturer, but not less than 55 deg F or more than 95 deg F.

- C. Environmental Limitations: Do not install carpet until wet work in spaces is complete and dry, and ambient temperature and humidity conditions are maintained at the levels indicated for Project when occupied for its intended use.
- D. Do not install carpet over concrete slabs until slabs have cured, are sufficiently dry to bond with adhesive, and have pH range recommended by carpet manufacturer.

4.4 WARRANTY

- A. Special Warranty for Carpet: Manufacturer's standard form in which manufacturer agrees to repair or replace components of carpet installation that fail in materials or workmanship within specified warranty period.
 - 1. Warranty does not include deterioration or failure of carpet due to unusual traffic, failure of substrate, vandalism, or abuse.
 - 2. Failures include, but are not limited to, more than 10 percent loss of face fiber, edge raveling, snags, runs, loss of tuft bind strength, and delamination.
 - 3. Warranty Period: 10 years from date of Substantial Completion.

4.5 EXTRA MATERIALS

- A. Furnish extra materials described below, before installation begins, that match products installed and that are packaged with protective covering for storage and identified with labels describing contents.
 - 1. Carpet: Full-width rolls equal to five (5) percent of amount installed for each type indicated, but not less than 10 sq. yd.
 - a. Extra materials include, in addition to the above, roll ends less than 9-feet in length and pieces more than 3-sq.ft. area and more than 8-inch- inches wide.

PART 5 - PRODUCTS

5.1 TUFTED CARPET

- A. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
 - 1. Burlington Industries, Lees Commercial Carpet Division.
 - 2. J&J Industries, Inc.
 - 3. Mannington Commercial Carpet.
 - 4. Mohawk Commercial Carpet.
 - 5. Shaw Industries, Stratton Div.

5.2 INSTALLATION ACCESSORIES

- A. Trowel able Leveling and Patching Compounds: Latex-modified, hydraulic-cement-based formulation provided or recommended by carpet manufacturer.
- B. Adhesives: Water-resistant, mildew-resistant, non-staining type to suit products and subfloor conditions indicated, that complies with flammability requirements for installed carpet and is recommended or provided by carpet manufacturer.
 - 1. Use adhesives with VOC content not more than 50 g/L when calculated according to 40 CFR 59, Subpart D (EPA Method 24).
- C. Seam Adhesive: Hot-melt adhesive tape or similar product recommended by carpet manufacturer for sealing and taping seams and butting cut edges at backing to form secure seams and to prevent pile loss at seams.

PART 6 - EXECUTION

6.1 EXAMINATION

- A. Examine substrates, areas, and conditions, with Installer present, for compliance with requirements for maximum moisture content, alkalinity range, installation tolerances, and other conditions affecting carpet performance. Examine carpet for type, color, pattern, and potential defects.
- B. Concrete Subfloors: Verify that concrete slabs comply with ASTM F 710.
- C. Proceed with installation only after unsatisfactory conditions have been corrected.

6.2 PREPARATION

- A. Preparation: Comply with CRI 104, Section 7.3, "Site Conditions; Floor Preparation," and with carpet manufacturer's written installation instructions for preparing substrates.

6.3 INSTALLATION

- A. Installation: Comply with CRI 104 and carpet manufacturer's written installation instructions for the following:
 - 1. Direct-Glue-Down Installation: Comply with CRI 104, Section 9, "Direct Glue-Down Installation."
- B. Comply with carpet manufacturer's written recommendations for seam locations and direction of carpet; maintain uniformity of carpet direction and lay of pile. At doorways, center seams under the door in closed position.

- C. Cut and fit carpet to butt tightly to vertical surfaces, permanent fixtures, and built-in furniture including cabinets, pipes, outlets, edgings, thresholds, and nosings. Bind or seal cut edges as recommended by carpet manufacturer.
- D. Extend carpet into toe spaces, door reveals, closets, open-bottomed obstructions, removable flanges, alcoves, and similar openings.
- E. Maintain reference markers, holes, and openings that are in place or marked for future cutting by repeating on finish flooring as marked on subfloor. Use nonpermanent, non-staining marking device.
- F. Install pattern parallel to walls and borders to comply with CRI 104, Section 15, "Patterned Carpet Installations" and with carpet manufacturer's written recommendations.

6.4 CLEANING AND PROTECTION

- A. Perform the following operations immediately after installing carpet:
 - 1. Remove excess adhesive, seam sealer, and other surface blemishes using cleaner recommended by carpet manufacturer.
 - 2. Remove yarns that protrude from carpet surface.
 - 3. Vacuum carpet using commercial machine with face-beater element.
- B. Protect installed carpet to comply with CRI 104, Section 16, "Protecting Indoor Installations."

6.5 CARPET SCHEDULE

- A. Carpet Type 1:
 - 1. Face Construction: Loop.
 - 2. Face Fiber: DuPont XTI BCF Nylon Type 6.6 or equivalent.
 - 3. Surface Pile Weight: 26 oz.
 - 4. Primary Backing: Polypropylene.
 - 5. Secondary Backing: "ActionBac" or equivalent.
 - 6. Width: 12 feet.
 - 7. Performance Characteristics:
 - a. Antistatic: Yes.
 - b. Antimicrobial: Yes.
 - 8. Colors and Patterns: As selected by Owner from full range of industry colors.

END OF SECTION 096816